



CITY OF SOMERVILLE, MASSACHUSETTS
DEPARTMENT OF TRAFFIC AND PARKING
JOSEPH A. CURTATONE
MAYOR

TEMPORARY PARKING RESTRICTIONS PERMIT
SIGN POSTING POLICIES

1. This permit is issued pursuant to the provisions of the Somerville Traffic Regulations, Article VIII, § 8-6.
2. Temporary “NO PARKING” signs (if required) shall be posted every 40 ft (minimum) in the area where parking is to be restricted, with one sign at each end of the work zone required.
3. Signs must be posted no less than 48hrs prior to the date and time the restrictions will go into effect.
4. Signs shall be removed as soon as the requested restrictions are no longer in effect.
5. Signs shall be posted for no longer than a one-week duration. Work zones in effect for more than one week shall be reposted each week with new signs.
6. Signs shall be affixed to sign poles, saw horses, traffic control barrels, telephone poles, or light poles. Signs shall not be affixed to trees and shall not obscure other traffic signs. Signs may be affixed using tape, twine, or rope but not nails.
7. Prohibitions: Parking restrictions cannot be installed across driveways or crosswalks, 10 feet from a hydrant, or 20 ft from an intersection.
8. Police will not honor the restrictions if these requirements are not met.
9. This permit does not relieve the contractor of the duty to provide appropriate traffic control devices for the work zone in conformance with Article 8 of the Traffic Regulations and the Manual on Uniform Traffic Control Devices (MUTCD).
10. No other means of restricting parking will be recognized, including the use of signs from other communities; meter bags (other than those installed by the City of Somerville); orange cones or traffic control barrels (except as used to support a sign as described in #6 above), unless otherwise authorized by the Traffic & Parking Department.
11. Signs are available from the Department of Traffic & Parking at 133 Holland St, Somerville, Mass. Point of contact is the Director, City Engineer, or Parking Coordinator.
12. Once signs are posted by the applicant, the applicant must notify the Department of Traffic & Parking at (617) 625-6600 X7900 to report the date and time of the posting (no less than 48hrs before the desired restrictions). Likewise, once the signs are removed, the applicant must notify the Department of Traffic & Parking to report the date and time of removal.

TEMPORARY PARKING RESTRICTIONS PERMIT
PART A – APPLICANT

• **APPLICANT INFORMATION**

DPW PERMIT #: _____ DATED: _____

NAME OF APPLICANT: _____ DATE OF APP: _____

SITE CONTACT PERSON: _____ TELEPHONE #: _____

TITLE/POSITION: _____ FAX #: _____

DRIVERS LICENSE #: _____ SSN #: _____

ACKNOWLEDGEMENT STATEMENT

The undersigned company/individual acknowledges responsibility for the posting of “TEMPORARY NO PARKING” signs as part of this permit. Further, he/she/we understand the requirement and need for timely posting of said signs in accordance with this permit. Further, the undersigned agrees and acknowledges that the applicant will be liable to the City and/or to an individual who may be affected by the applicants failure to so post, for any and all charges and/or fees or fines whatsoever of whatever kind or nature that arise out of the failure of the applicant to assure proper and timely posting of said signs.

SIGNATURE: _____ **DATE:** _____

TITLE: _____

CONTINUE TO PART B – LOCATION

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

T&P PERMIT # _____ AMOUNT OF PAYMENT RECEIVED: _____

W/O #: _____ INSTALL DATE/TIME: _____ REMOVAL DATE/TIME: _____

BY: _____

COMMENTS: _____

TEMPORARY PARKING RESTRICTIONS PERMIT
PART B – LOCATION

• **LOCATION INFORMATION**

STREET/LOT NAME: _____ HOUSE NUMBER: _____

METERED LOCATION: Y OR N METER #S: _____

• **RESTRICTION INFORMATION**

STARTING DATE: _____ ENDING DATE: _____

STARTING TIME: _____ ENDING TIME: _____

→ **IF METERED** (*posted by T&P Staff)

BAGGED METERS: _____ **X** COST PER DAY: \$5 = SUBTOTAL 1: _____

SUBTOTAL 1: _____ **X** # OF DAYS: _____ = SUBTOTAL 2: _____

SUBTOTAL 2: _____ + FLAT FEE FOR BAGGING OF METERS: (CIRCLE ONE)

MON-THUR \$10 OR FRI-SUN \$20 = **GRANDTOTAL**: _____

→ **IF NOT METERED** (*posted by applicant)

OF SIGNS REQUIRED: _____ **X** COST PER SIGN: \$3 = **GRANDTOTAL**: _____